



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
UNITED STATES ARMY GARRISON, SCHWEINFURT
CMR 457
APO AE 09033

IMEU-SWF-PWH

20 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #3-5, Responsibilities of Schweinfurt
Government Controlled Housing Coordinators and Residents

1. References:

- a. AR 210-50, Housing Management, 03 Oct 05
- b. USAG Franconia Regulation 200-1, Separate or Recycle Trash (SORT) Program, 31 May 94
- c. USAG Schweinfurt, Separate or Recycle Trash (SORT) Guidelines, 20 Oct 05

2. Purpose: To prescribe policy, responsibilities and procedures for area, building, and stairwell coordinators and residents (including family members) occupying government controlled family quarters in order to maintain the highest standards of police, sanitation, and discipline.

3. Scope: This policy applies to all Soldiers and Family members living in government controlled family housing.

4. Policy: Housing coordinators (area/building/stairwell) ensure harmonious and cooperative community living by implementing community policies. They also enforce these rules. Residents must comply with these rules or risk losing their housing privileges. Upon publication of this policy, housing coordinators will become familiar with referenced regulations and perform duties listed therein to include, but not limited to the following:

- a. Post a copy of the duty appointments for building/alternate coordinator and stairwell/alternate coordinator in each stairwell.
- b. Conduct regular meetings. Coordinators may form committees to improve the standards of living and relations within each area, building, and stairwell. Area/building coordinators must ensure stairwell coordinators meet with residents, as needed, to organize and plan stairwell and outside cleanup duties, etc.

This policy memorandum supersedes policy memorandum #3-5, dated 14 September 2004 and remains in effect until rescinded.

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c. Make every effort to resolve problems between coordinators and tenants.

d. Ensure the building and areas surrounding the building, to include grounds and garbage areas, are policed and maintained regularly.

(1) Building coordinators ensure stairwell coordinators prepare and post a monthly clean-up roster of residents responsible for the outside area cleanup. Cleanup takes place on a daily basis, removing any trash around the building to include the front, back, and if applicable, sides of their designated area. Building coordinators are ultimately responsible for the exterior cleanliness of their buildings, but individual residents may be disciplined for failing to comply with cleanup assignments (see paragraph 5e).

(2) Building coordinators ensure stairwell coordinators maintain the cleanliness of their stairwell refuse areas. Cleaning these areas is part of the daily outside area cleanup. Do not put Gelb or yellow sack out until the night before pickup. Residents will not put out bulk pickup items until the night before scheduled pickup. Residents cannot leave open trash bags on the ground outside their refuse containers. Stairwell coordinators are ultimately responsible for these areas but individual residents may be disciplined for failing to comply with cleanup assignments (see paragraph 5e).

e. Ensure residents follow proper SORT procedures. Provide instruction to new occupants on SORT procedures and recycling container locations.

5. Cleanliness Accountability: Coordinators and residents are accountable for the cleanliness/state of police of their areas.

a. On a weekly basis, the Garrison CSM or his designated representative identifies violators in both military and leased housing areas. They inspect police areas, stairwells, trash areas, and identify the responsible area/building/stairwell coordinators or tenant by name. The coordinator or tenant is notified of the violation(s) and has 24 hours to correct the deficiencies. Failure to correct the deficiencies is reported to Assistant Civilian Misconduct Action Authority (ACMAA) for action as outlined in paragraph 5c.

b. The Senior Tactical Commander, Garrison Commander/CSM, Bde/Bn Commanders/CSMs may also conduct unannounced inspections of the common areas discussed in paragraph 5a at any time. Coordinators and residents may be required to form a cleanup detail at anytime to resolve sanitary/cleanliness issues.

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c. Coordinators may report residents (both military and civilian) who refuse to participate in cleanup assignments or to comply with recycle procedures to the Garrison CSM. Even during deployments, I expect Family member residents to fulfill their cleanup responsibilities and assignments. The CSM notifies the chain of command of all military violators. The CSM notifies the ACMAA of civilian violators. Disciplinary actions may include counseling (verbal or written), community service, eviction from government controlled housing at resident's expense, or other actions deemed appropriate by the commander. If the chain of command or ACMAA determine community service is appropriate, individual violators will report to the DIC for cleanup duty in the housing areas and the DIC then certifies completion of community service hours.

6. Recognition: Those officers and non-commissioned officers assigned additional duties as coordinators who go beyond the minimum to improve the quality of life in our community may receive recognition for successful performance of these duties in the form of a special letter of commendation from the USAG Schweinfurt Commander. Include duties and accomplishments in evaluation reports. However, if poor performance by coordinators is evident, I may pursue administrative action.

7. The point of contact for this memorandum is the USAG Schweinfurt DPW Housing Division, 354-6317.

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ANTHONY E. HAAGER
LTC, QM
Commanding

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